

Moore Property Management, LLC
745 12th Avenue South, Suite AA
Naples, FL 34102
Tel (239) 262-5051
Fax (239) 262-2643

APPLICATION CHECK LIST
(Attached to application)
"Owner or Agent" required information
BEFORE submitting for approval

Address _____ **Rental Dates:** _____ **to** _____

_____ **Completed lease application.**

_____ **\$_____ application fee, check payable to: The Association**

_____ **Provide 2 (two) references:**

- 1) **Not a relative**
- 2) **Current residence, if renting Landlord or apt manager**

_____ **Signed lease or sales contract.**

_____ **Prospective tenant was given a copy of the Rules and Regulations.**

_____ **Provide a copy of Drivers license.**

_____ **Owner/rental agent understands tenant CANNOT move in until approved.**

_____ **Current with Association fees.**

Submitted by: _____

Phone: _____

Date Submitted: _____

Attachment "A"

**COLONNADE CLUB OF NAPLES, INC.
666 THIRD STREET SOUTH
NAPLES, FLORIDA 34102**

APPLICATION FORM FOR RENTERS

PROSPECTIVE RENTERS SHALL COMPLETE TWO TYPED OR PRINTED COPIES OF THIS FORM AND RETURN THEM TO THE PROPERTY MANAGER. A PERSONAL INTERVIEW WITH THE PROSPECTIVE RENTER WILL THEN BE ARRANGED. A ONE HUNDRED DOLLAR APPLICATION FEE PAYABLE TO THE "COLONNADE CLUB, OF NAPLES, INC." MUST BE INCLUDED WITH THE APPLICATION FORMS. UNIT OWNER MUST FURNISH A COMPLETED EXECUTED COPY OF THE LEASE AGREEMENT.

Date: _____

I hereby apply for rental status in the Colonnade Club.

Applicant's Name: _____

Residence Address: _____
_____Local Address: _____

Residence Phone: _____ Local Phone: _____

Apartment # _____

When will you occupy the unit? _____

Number of persons to occupy the unit: _____

Dates of Arrival and Departure _____

Person to be notified in case of emergency:

Name: _____

Address: _____

City/State _____ Zip _____ Phone() _____

Motor vehicle to be kept at the condominium:

Model/Make _____ Year _____

License Number: _____ State _____

I ACKNOWLEDGE AND ACCEPT THE POLICY OF THE COLONNADE CLUB NOT TO ALLOW ANY PETS IN THE UNIT. I HAVE READ AND I WILL COMPLY WITH THE CURRENT DECLARATION OF CONDOMINIUM AND HOUSE RULES AND REGULATIONS.

APPLICANT
Page one of two
Rental Form
5/1/98/07

APPLICANT

Attachment "A"

FOR PERSONAL CHARACTER REFERENCES, I HAVE FURNISHED NAMES, TELEPHONE, AND FAX NUMBERS. I WILL NOTIFY EACH REFERENCE AND REQUEST THAT THEY IMMEDIATELY WRITE OR FAX LETTERS OF RECOMMENDATION TO YOUR PROPERTY MANAGER. IT IS MY UNDERSTANDING THAT THE INFORMATION FURNISHED IS PRIVILEGED TO THE MEMBERSHIP COMMITTEE AND THAT RECEIPT OF THE APPROPRIATE REFERENCES BY THE COMMITTEE IS NECESSARY TO COMPLETE THIS APPLICATION.

Name of Current or Most Recent

Landlord: _____

Address: _____

City/State _____ Zip _____ Phone () _____

Character References

Name: _____

Address: _____

Phone: _____ Fax: _____

Name: _____

Address: _____

Phone: _____ Fax: _____

Dated: _____

APPLICANT

APPLICANT

MOORE PROPERTY MANAGEMENT, INC.
745 12TH AVENUE SOUTH, SUITE AA
NAPLES, FL 34102
239-262-5051
FAX 239-262-2643

The Colonnade Club of Naples, Inc.

666 THIRD STREET SOUTH
NAPLES, FLORIDA 34102

HOUSE RULES AND REGULATIONS REVISED AND APPROVED FEBRUARY 9, 2008

TO BE READ CAREFULLY BY OWNERS AND HOUSE GUESTS

GENERAL- These rules and regulations, authorized by Article 7 of the Amended and Restated Bylaws of the Colonnade Club of Naples, Inc., dated 17 April 1998, have been approved and adopted by the Board of Directors of the Colonnade Club, Inc. and are intended to supplement the Declaration of Condominium, the Articles of Incorporation and the Bylaws in order to promote clear standards for the operation of the Association. They are applicable to all owners, tenants, house guests and guests. Amendments may be made to these rules by the Board of Directors, from time to time, as circumstances may require and may be enforced by the levying of fines as authorized in Article 8.1 of the Bylaws.

SMOKING- Smoking is prohibited in all common areas inside the building which includes hallways, stairwells, laundry room and foyer.

AVAILABILITY- Copies of these HOUSE RULES AND REGULATIONS will be given to all owners, tenants and resident guests. Additional copies are available from the resident manager or the property manager – Moore Property Management, Inc. located at 745 12th Ave. S., Suite D. Their office hours are Monday thru Friday, 8:30am to 5:00 pm. Their telephone number is (239) 262-5051.

FACILITIES- The facilities of the Colonnade Club are for the exclusive use of the owners and their guests, tenants and their guests and house guests. A guest is an individual or a group of individuals specifically invited to a unit by an owner or tenant. A House Guest is an individual or a group who is residing in the unit for one or more nights.

UNIT MAINTENANCE- The Club is not responsible for maintenance of the interior of units. The Club will endeavor to maintain oversight, without liability, of unoccupied units through periodic inspections and after heavy storms, performed by the resident manager. Except in emergency situations, requiring immediate action, the owner will be contacted for authorization for necessary repairs prior to the services being performed. The owner is responsible for all costs. The Club does not maintain staff for individual unit repairs. Local service companies, electricians, plumbers, air conditioning mechanics, carpet cleaners, painters etc., should be contacted for these services. Each unit will be provided with, from time to time, a list of companies found to have provided reliable services in

the past. The Club assumes no liability for the performance of these companies. The resident manager must be advised of any work that is to be performed within a unit.

UNIT OCCUPANCY- Each unit shall be occupied by only one family at any time, as a residence and for no other purpose. No unit may be subdivided and no rooms may be rented separately from the whole unit. No business, commercial activity or profession may be conducted from any unit nor may the name of the condominium or the address of the condominium be publicly advertised as the location of any business. Occupancy of any unit must include an adult 21 years of age or older. **See Article 12, Declaration of Condominium for additional conditions.**

LEASING OF UNITS- An owner, or his agent, intending to lease his unit shall provide to the property manager written notice of such intention at least twenty (20) days prior to the first day of intended occupancy under the lease in the form of an "Application For Authority to Lease," supplied by management, a fully executed copy of the lease, and such other information as the Board may reasonably require. The Board may require a personal interview with any lessee and their spouse, if any, as a pre-condition to approval. See Attachment A.

See Article 13, Declaration of Condominium, for additional requirements.

ENTRY INTO UNIT- The resident manager, property manager or a Board member may enter any unit at any time deemed necessary for the well being of the unit, another unit and/or the common elements. Persons properly occupying a unit may freely access the unit in which they are residing. Owners shall provide a list to the resident manager of other persons authorized to enter the unit in the owner's absence. To the extent possible the resident manager shall not permit any others to enter the unit.

COMPLAINTS- Complaints shall be in writing and signed and filed with the property manager who has been delegated by the Board of Directors full authority for the enforcement of all the Condominium Documents and these House Rules and Regulations. Complaints should not be made to members of the Board either in person or by telephone.

NOISE- Noise shall be kept to a minimum at all times but especially between 9:00pm and 9:00am.

COMMON AREAS- Common areas are for the use of all residents, lessees, house guests and guests. Children are not permitted to play in the foyer, the halls, the stairwells or in the elevator. Storage is permitted only in the designated area on each floor. Entry doors shall be kept closed at all times except when loading/unloading cars etc. or when open for ventilation and someone is physically present to monitor. The stairwell doors are to be closed at all times pursuant to Fire Department Code.

PETS- No pets of any kind are permitted in or on the premises.

PARKING- One parking space is assigned to each unit and is so numbered and may not be changed. In the absence of an owner, with the owner's permission, a designated unit parking space may be used by another resident. Guest parking is available in the front of the building, to be used only by guests, or along Third Street. Only passenger vehicles may be parked or stored by owners and/or lessees, their relatives and guests, on condominium property. Trailers and other vehicles of any type are prohibited. The resident manager is given the authority to designate additional parking as required.

LAUNDRY- Coin operated washers and dryers are provided for the use of all residents every day between 8:00am and 9:00pm. An exhaust fan with a timer is provided which is to be turned on whenever any of the equipment is in use. Lint must be removed from the lint filter in the dryers after every use. Users are requested to monitor their washer or dryer cycle times closely so as to expeditiously remove their clothing from the washer or dryer. Under no circumstances are towels, bathing suits or other articles to be hung on balconies or railings or elsewhere for drying where they are visible from the outside.

GARBAGE/TRASH- Much garbage may be run through the garbage disposal unit in the kitchen utilizing COLD water. When not possible it should be wrapped and placed in securable plastic bags and discarded in the dumpster. Regular household trash should be securely bagged, cartons/boxes flattened, and then placed in the dumpster. Newspapers, magazines etc. are to be placed in the appropriate recycling bin. Similarly all plastic, glass, tin and aluminum items should be placed in their appropriate recycle bin.

CONVEYANCES- A luggage cart and a grocery cart are provided for the use of residents and their guests. They are stored on the first floor in the north stairwell. Users are required to exercise due care in avoiding damage to door frames, walls, etc. The carts must be returned to this area and secured with the chain upon completion of their use.

SALE OF UNITS- Signs advertising units for sale, either by owners or by realty companies, may not be placed anywhere on the Colonnade Club grounds except during approved open house showings of a unit. This restriction includes windows and lanais. Open houses may be held to promote the sale of a unit and are limited to two per month. Open house showings are limited to Sunday afternoons between the hours of 1:00pm and 5:00pm. They must be scheduled in advance with the resident manager and shall be conducted in a manner that does not compromise the security of the building nor cause unnecessary inconvenience to the residents of the Colonnade Club. See Attachment B.

KEYS- The loss of any key to the building or a unit should be reported immediately to the resident manager. Keys should not be given to service personnel.

GRILLS- Gas, charcoal or any other type of grill, other than a kitchen stove grill, is prohibited anywhere on the property of the Colonnade Club or in the units.

CAR WASHING- Personal vehicles may be washed in the area behind the pool house along the alley. A hose is available in the pool house. The water to the hose must be turned off and the hose drained upon completion of washing.

RETURNING FROM THE BEACH- It is imperative, upon returning from the beach, to assure that shoes, clothing, towels and blankets etc. are free of sand, mud and debris prior to entering the building. Outside faucets are available. If returning to the pool from the beach it is essential that all salt and sand etc. be washed from your body and swim suit prior to entering the pool. A shower is provided for this purpose.

SWIMMING POOL

1. Pool hours are from 9:00am to 9:00pm.
2. Diving in to the pool is prohibited.
3. The pool is solely for the use of owners, lessees, guests and house guests.
4. Children under thirteen years of age and all persons who do not swim well MUST be accompanied and supervised by an adult at all times.
5. Loud and boisterous behavior will not be tolerated at any time.
6. No suntan lotions, oils etc shall be used prior to entering the pool unless a hot shower has been taken prior to entering the pool.
7. Individuals using the pool must be appropriately covered while going to and from the pool including shoes/sandals.
8. Swimmers must not enter the building while their swim suits are dripping wet.
9. No breakable glasses/containers are permitted in the pool area.
10. No rafts, floats or other objectionable objects are permitted in the pool.